ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1960 - 1961

Enclosed are detailed reports of the Department's work by Miss Alice Bonnell, Mr. Kenneth Lohf, and Mr. Lev Nagurewsky. The Columbiana and statistical reports were forwarded earlier.

Roland Baughman
Head of Special Collections

I. USE OF THE COLLECTIONS

Kenneth A. Lohf, Assistant Librarian, Readers Services

Statistics on reader use during the year indicate a shifting emphasis in the area of research. While the number of reader visits declined slightly (5,876 as compared with 6,370 in 1959/60) and the use of books showed a slight decrease (9,629 as compared with 10,488 in 1959/60), the use of manuscripts rose sharply (5,108 as compared with 3,825 in 1959/60. These last figures represent individual manuscripts used and does not account for boxes of unsorted manuscripts, bound volumes of letters, and folders of miscellaneous notes, which were necessarily counted as single units rather than as individual pieces; consequently, actual use in number of items would be substantially greater if it had been possible to tabulate them in that manner.

This marked increase in manuscript use can be noted over the past four years. In 1957/58, 1,710 manuscripts were used, and three times that number during the past year. This can be accounted for in a number of ways: The publication of Manuscript Collections in the Columbia University Libraries which undoubtedly continues to publicize our holdings; increased indexing and filing of individual letters and documents in existing collections; and gifts and purchases of new collections. However, in many ways, these can be considered only secondary causes. The most important appears to be the shifting emphasis from a research based on printed materials to that based on primary source materials, such as manuscripts, letters, and documents. It is not uncommon now for students in Barnard and Columbia Colleges to request manuscript materials in connection with honors theses and term papers, whereas formerly manuscript materials were used primarily by those engaged in the most advanced research.

Some use was made of each of the book collections during the past year with the "B" Collection showing the largest volume of use; 4,805 volumes were requested from this collection. Also in heavy demand were the Book Arts, Kilroe, Phoenix,

Plimpton, and Seligman Collections.

Among the scholars and researchers who have worked in the department during the past year are the following: Professor Vivian Hopkins of the New York State College for Teachers (Albany) continued her research on the De Witt Clinton Papers in connection with her study entitled The Mind of De Witt Clinton; Professor Otis Pease of Stanford University consulted the Lincoln Steffens Papers relating to his study of the progressive movement and municipal reform; Mr. and Mrs. Charles Eames and members of the staff of Eames, Inc., Venice, California, consulted and photographed numerous books, manuscripts, and mathematical instruments from the Plimpton and Smith Collections in connection with designing a history of numbers exhibit for I.B.M.; Dr. M. Lenger, Curator of Rare Books at Bibliothèque Royale, Brussels, examined Papyrus no. 228 in connection with her work on the papyri of the Ptolemaic period; Admiral E. M. Eller of the U. S. Navy examined manuscripts in the Jay, Morris, and Otis Papers relating to "Naval-Maritime Documents of the Revolution," a series he is editing for publication; Allan Nevins, Professor Emeritus and research associate at the Huntington Library, used the Adam S. Hill correspondence in connection with his series of publications on the Civil Way; Richard O. Boyer, free-lance writer, used the John Brown (Villard) Collection in connection with a study on the anti-slavery movement to be published by Knopf; Van Wyck Brooks, critic and writer, examined the Randolph Bourne Papers relating to a study he is preparing for publication; Lillian Gilkes, free-lance writer, consulted the Park Benjamin Papers in connection with a biography of Benjamin which she is writing.

Manuscript Permission Forms

The handling of manuscript permissions has always involved a considerable amount of administrative and clerical attention. This year a manuscript permission form (see p. 3A) was devised and mimeographed which has simplified the process and allowed a more complete record of manuscript users to be kept. When

a reader requests to use manuscripts he is handed three copies of this form by the Librarian. The reader fills out one copy completely down to the approval section and signs all three. These signed forms are returned to the Librarian who approves the request and fills in the lower portion. One copy of the form with the approval is mailed to the reader for his files. A second copy (completed by the Librarian) is kept in a loose-leaf notebook of readers' permissions at the Reading Room desk. The third copy is sent to the Special Collections Office, 801 Butler, to be placed in the department's files. Through the use of this form a record of use and permission is maintained in the three places most directly involved: The reader's own file where he will have a personal record of his use and have a formal statement from the Library concerning permission to publish; the Reading Room file which can readily be checked to identify a reader who returns to use the same manuscripts at a later date; and the department office files where all information pertaining to individual collections is centralized. The use of the form has made the routine of handling manuscript permissions more efficient; and it is hoped that the forms may eventually be printed on letterhead stationery which would further lend a more official appearance to this process.

National Union Catalog of Manuscript Collections

This year Special Collections began subscribing to the National Union Catalog of Manuscript Collections on cards, a reference tool which promises to be of major importance not only to the teaching staff and graduate students but to the library staff as well. The National Union Catalog proposes to prepare official catalog cards for the approximately 24,000 manuscript collections in libraries in the U. S., and it is expected that the project will continue for an initial period of ten years. The cards include the following information: Personal or corporate entry with birth and death dates for the former; name of the collection with dates covered; number of items in the collection; repository; descriptive notes concerning the contents of the collection; and subject and added entries listed at the end of the card as they are on other L. C. catalog cards. We receive full sets of cards,

COLUMBIA UNIVERSITY LIBRARIES

Department of Special Collections

Date_____

I hereby apply for permission to read and to take notes from

the _____Letters (and) Manuscripts

in the _____

_____Collection(s) / Papers for

the purpose of _____

_____.

I understand that this permission is granted for reference use only and does not include permission to publish or reproduce any part of this material. I further understand that written permission to publish all or any part of this material in any form must be obtained in each instance from the Director of Libraries, Columbia University, and that each request for such permission must be accompanied by a statement of the details of the proposed publication.

Signature_____

Please Print Name_____

New York Address _____

Permanent Address _____

_____

Columbia Affiliation _____

Other Affiliation _____

Approved:

Name _____

Position _____

Date _____

Remarks _____

_____

_____

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and the subject and added entries are typed by members of the staff. These are then filed in a public catalog in the Reading Room, a sixty-drawer unit which was purchased expressly for this purpose. Since October when our order was placed, we have received approximately 4,000 sets of cards.

The Library of Congress prepares these cards on the basis of information supplied by the repository. A copy of our published manuscript catalog was sent to L. C.; this basic list of our holdings (294 collections) provided information which was sufficient for cataloging purposes. L. C. sent the library report forms, "Data Sheets for a Manuscript Collection," which are to be filled out for each new collection; twenty new collections were described on these forms, and they were mailed to L. C. in June.

As the National Union Catalog of Manuscript Collections grows its value and importance shall likewise increase. Heretofore, the location of particular collections of papers has often been a matter of long searches governed by calculation or chance; but with the growth of this catalog the masses of manuscript material scattered around the country in historical museums and societies and libraries of all types shall gradually be brought under bibliographical control.

Lectures

During the year lectures were given to graduate seminars and classes and visitors to the library. Those given to the seminars were designed to introduce graduate students to research materials in various fields with emphasis on special reference tools and manuscript materials available in Special Collections and other libraries. These seminars included those of Professors John Garraty (twentieth century American history), Herman Ausubel (modern English history), and Eric McKittrick (nineteenth century American history). Lectures were also given each semester to Professor Sarah Vann's graduate library school class on the history of bookbinding and the printing press. Numerous other visitors and groups were taken through the department on tours.

Catalog Records

A number of book collections have never had full sets of catalog cards; notable among them have been the Joan of Arc, Johnson, Mary Queen of Scots, and Phoenix Collections. Last year one set of cards was typed from the official shelflist in the Catalog Department for these four collections, and this year work was begun on typing full sets of cards, which, in addition to the shelflist, include main catalog, chronological, and stack list cards. Work has been completed this year on the Joan of Arc Collection; approximately 5,100 cards were typed. The typing of cards for the Johnson and Mary Queen of Scots Collections has been begun and should be finished during the next year.

Cards for the Sydney Howard Gay Papers were also typed this year, a project which entailed the preparation of approximately 2,000 catalog cards.

Interlibrary Loans

Although the majority of materials loaned to other institutions is processed through the regular interlibrary loan channels of the Reference Department, some specialized materials are lent directly to the borrowing institution, a process necessitated by special handling and insurance. Material loaned is usually for exhibition, and among the items lent for this purpose during the year were the following: Three items from the Park Benjamin Collection to Haverford College; ten volumes of Christmas books from various collections to the New York School of Social Work; twenty-two volumes relating to the Royal Society mainly from the "B" and Smith Collections to Queens College; one volume from the Medical Deposit Collection to the Museum of the City of New York; and eighteen manuscripts from the Olcott Papers to the Albany Institute of History and Art.

II. ORGANIZATION AND CARE OF THE COLLECTIONS

Alice H. Bonnell, Assistant Librarian

I - Printed Materials

Acquisition

The Collections have been increased this year by the addition of 2391 new volumes (1627 catalogued and 764 uncatalogued). Included in this figure are 90 volumes relating to Hector Berlioz and 85 volumes on modern art and literature for the H. M. Barzun Collection, the gift of Dean Jacques Barzun; 296 volumes of English literary interest from the library of Henry Rogers Benjamin, the gift of Mr. Benjamin; the productions of the Limited Editions Club (12 titles) presented by Mrs. George Macy; the 1958 selection of the Fifty Books of the Year, from the American Institute of Graphic Arts and 121 volumes from the library of Chancellor James Kent, the gift of Mr. Lindley Eberstadt.

The deposit collections have increased by the addition of 77 volumes to the Natural Sciences deposit and 125 volumes to the Medical Library deposit.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Although a larger number of titles was sent this year to the Cataloging Department for processing (3118) than in 1959/60 (2004), the number of volumes actually catalogued shows a decrease - 1959/60 (3784); 1960/61 (3512).

Cataloging of the Seligman Collection has slowed down considerably this year - 738 volumes as against 1046 for 1959/60. The transfer of the Montgomery Collection from Business Library to Special Collections (298v.) was completed while the transfer of the Science Collections to "B" has proceeded at about half its former rate - 1959/60 (437); 1960/61 (264).

Some progress has been made in completing the cataloging of Smith and Lodge books

long at the Cataloging Department awaiting this processing. 180 Smith and 280 Lodge books were returned. Cataloging of Typographic library materials has been at a standstill except for the files of periodicals (227 volumes from this group were transferred to Graphic Arts). A total of 3512 volumes were catalogued in 1960/61 (272 less than in 1959/60) of which 1627 were new acquisitions and 1885 were from collections previously received. The collections were decreased by the transfer of 227 volumes from the Department.

The cataloging of the Historical Map Collection has been suspended during 1960/61.

Departmental Holdings - Printed Materials

The total recorded holdings in printed materials stands at 210,393 as of June 30, 1961, an increase of 2,135 volumes over the 1959/60 holdings. Of these approximately 59,250 volumes are uncatalogued or in the process of transfer from other departments (i.e. science).

II - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 347 individual manuscripts and 14 manuscript collections (ca. 56,000 items). The latter includes - The minutes of the Commission on the Freedom of the Press, the gift of Robert Leigh; The Vogel Collection on Color Photography, purchased on the Epstean Fund; the Hermann Vollmer Papers, the gift of Mrs. Vollmer; The Nicholas Koenig Papers, the gift of Heinrich P. Suhr; The correspondence files of the Institute of Pacific Relations, 1927-1958, through officials of the Institute; Farm Security Program Papers, the gift of Professor Frank Tannenbaum, the Bartlett and Buffum Family Papers, purchased on the Bancroft Fund, bringing the total number of manuscript collections to 344. Of these 206 are arranged and indexed, 93 are arranged but not indexed, and 45 are neither arranged nor indexed. Additions totalling about 11,151 items were made to the Otis-Gay Papers, Nevins Papers, Jay Papers, Santayana Collection, John Howard Payne Collection, Van Doren Papers, etc. The Authors' Manuscripts were increased by works of Herman Wouk, Lucien Price,

Herman Ausubel and Thomas Gallagher.

The Oral History Research Office filed 49 memoirs or Reminiscences including those of Eugene Meyer, Frederick Tanner, Dr. John B. Grant, Dr. Lillian Gilbreth, Charles C. Burlingham, Frank Lloyd Wright, Senator Joseph O'Mahoney, Frances Perkins, Carl Van Vechten, Corliss Lamont, The Popular Arts Project, the Aviation Project, the Arnold Project, the Lehman Project, etc.

Twelve original drawings and sketches of W. W. Denslow, illustrator of the Wonderful Wizard of Oz, were presented by George D. Hofe, and a collection of 1600 ostraca were purchased from the Metropolitan Museum of Art on the Lodge Fund.

Cataloging

25,092 letters and documents were sorted, indexed and filed for 24 collections including the John Jay Papers, the Dramatic Library Correspondence, the E. C. Stedman Papers, the Frederick Bancroft Papers (completed), the Randolph Somerville Papers, the Brander Matthews Papers, the Kenyon Cox Papers, the Gay-Otis Papers (arranged but not indexed), etc. 36 book manuscripts were processed, 30 ("X" collection) received in the regular routine from the Cataloging Department, and 6 indexed in Special Collections.

Cataloging of the John Jay and Frank A. Vanderlip Papers has been virtually at a stand still this year, the result of several conditions. The continued absence of Miss Bonnell from Special Collections and other situations pertaining in the Department have laid on Miss Lord-Wood (who is processing these collections) duties which of necessity have had to take precedence over the manuscript processing. Catalogued this year were 50 items for the Jay Papers.

III - Binding

The problem of finding a satisfactory binder for the Special Collections books was solved late last year (at least for the present). The Maroquin Binders have continued to give careful, prompt service, and have provided careful workmanship and tasteful bindings. The matching and fitting of new backs to original boards

was especially successful. Mr. William Steinman, formerly with MacDonald and Co., has likewise provided Special Collections with better than average binding service. Since these two firms charge less for thsir work than previous binders employed in Special Collections' binding, it has been possible, with the current budget, to reduce considerably the immense backlog of books awaiting binding care.

The repair of full leather bindings remains, as always, a problem, although it seems possible now that some of this work may be able to be done by the present commercial binders. Miss von Dobeneck has been unable to fit this sort of repair into her schedule for the last year or two.

741 volumes were sent to the commercial binder in 1960/61 (as compared with 412 volumes in 1959/60) of which 111 volumes were Master's Essays. 1237 volumes were sent to the Binding Department for board portfolio, pamphlet binding and minor repairs.

IV - Book Oiling

72 leather bindings were oiled and polished, a sharp reduction from last year's figure (163), traceable again to Miss Lord-Wood's assignment to other duties.

V - Catalog Records

Catalog records were completed this year for the Jeanne d'Arc and Mary Queen of Scots Collections, giving Special Collections, for the first time, complete listings of these collections in the four catalogs (main catalog, shelf list, stack list, chronological file) maintained in the Department.

III. STATISTICS

	1957/58	1958/59	1959/60	1960/61
Reader Visits	4332	4225	6370	5876
Use on Premises	10796	12844	14313	14737
Printed materials	(9086)	(9016)	(10488)	(9629)
Manuscripts	(1710)	(3828)	(3825)	(5108)
Circulation	1	9	2	0
Intramural Loan	1763	2528	2154	3263
Local Interlib. Loan	37	19	12	41
Interlibrary Loan	---	---	---	---
Cataloging Department	(4422)	(2196)	(2004)	(3118)
Binding Department	(1850)	(1842)	(1537)	(1978)
Total use	12579	14900	16481	18060

(Figures in parenthesis not included in the total)

Growth of the Collections

I-Printed Materials

New Acquisitions Catalogued 1627

"B"	646
"B" (Doc. Diss)	369
"B" (Ms. Catalogs)	85
Benjamin, Park	10
Book Arts	25
Columbiana (Doc. Diss)	55
COA (Masters' Essays)	111
COP (Pulitzer Prizes)	13
Dramatic Library	257
Epstean	8
Jeanne d'Arc	2
Johnson	2
Papyrus and Epigraphy	5
Reference	39

Previous Acquisitions Catalogued 1885

"B" (from Science)	264
Dramatic Library	125
Lodge	280
Montgomery	298
Seligman	738
Smith	180

New Acquisitions Uncatalogued 764

A. I. G. A. Fifty Books 50
Barzun, H.M. 90
Benjamin, H. R. 296
Berol 2
Berlioz 85
Kent. 121
Longwell (Churchill). 3
Macy. 12
Nevins. 100
Incunabula. 5

Deposit Collections - Additions to. 202

Natural Sciences 77
Medical Library 125

Transferred from Special Collections 256

Typographic to Graphic Arts. 227
"Y" to General Library 29

Total recorded holdings - Printed materials - 6/30/60. 208,258

New acquisitions catalogued 1627
New acquisitions uncatalogued 764

Transferred from Special Collections. 256

Total recorded holdings - Printed Materials - 6/30/61 210,393

II-Manuscripts and Manuscript Collections

New Acquisitions

Individual manuscripts. 347
Book manuscripts 11
Letters and documents. 336
Manuscript collections. . . . . 14 (ca. 56,000 items)
Additions to 9 collections previously received. . . . . ca. 11,151 items
Authors' manuscripts 4
Oral History Research Office - Reminiscences. 51

Manuscripts processed 25128

Book manuscripts. 36
"X" (processed in Cataloging D.) . . 30
Gen. Ms. (processed in Spec Coll). . 6

Individual manuscripts (letters and documents . . . 25092
(Processed in Special Collections for 22 collections)

Manuscript holdings 6/30/61

"X"	2355
General Manuscript (Book)	57
Near Eastern	436
Indic	331
Lodge	14
Plimpton (De Ricci)	319
Smith (De Ricci)	48
Montgomery	700 ca.
Phoenix	23
Seligman	122

Manuscript Collections	344
Arranged and indexed	206
Arranged but not indexed	93
Neither arranged nor indexed	45

Other materials received

Drawings and sketches (W.E. Denslow)	12
Ostraca	1600
Records (Berlioz)	6
Portrait (Dickens)	1
Silver bookbindings (17th-18th century)	3

Number of titles for which catalog cards have been received . 3843
(each title has a minimum of four cards)

Books oiled and polished 72

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1960-June 30, 1961

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners or custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist-historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 26 colls.

Manuscripts (mostly memoirs) - 83 mss.

Epistolary collections - 11.

Special collections of various materials - 26.
Of these materials, 70 per cent were acquired on a gift status and 30 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every one of the materials acquired was the result of an extensive search and lengthy correspondence.

Resumes.

Each acquisition was based on a resume (summary) concerning its nature and value. The number of these resumes totalled about 130 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were in the current year 47 Columbia University students visits. They used the materials pertaining to the economic developments in the former Russian Empire in 1900-1917 (agriculture, industry and finances); the Socialists-Revolutionaries and the

Social-Democrats in 1900-1917; the history of Menschevism; Liquidationism in the Menshevik Party and P.A.Garvi (1906-1912); the narodniki movement in the former Russian Empire; the Russian agrarian riots in the year 1902; the Russian labor movement in 1905-1914 and its relationship to the Mensheviks and the Bolsheviks; the RSDRP and the International Socialist Congress in Stuttgart in 1908; the American liberal opinion of the Russian revolution.

Non-Columbia University scholars paid 39 visits. They used the collections and materials pertaining to the following subjects: the Emperors Alexander II, Alexander II and and Nicholas II; Russia and Georgia in 1800-1959; P.A.Stolypin's agrarian reforms; Zubatovshchina, the Tsarist government and the workers movement in 1898--1903; the history of the Imperial Guard; P.N.Miliukov and the Constitutional Democratic Party (1906-1917); a political evaluation of P.A.Stolypin; the life and works of P.B.Struve; the American negotiations in Petrograd in 1917-1918.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many materials which will enter the Archive within the coming year.

Lev F. Magerovsky

Lev F. Magerovsky
Curator, Archive of Russian and East European
History and Culture

CIRCULATION
~~MONTHLY~~ - STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

DATE: 1960-1961

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		9629		
Unbound Periodical				
Vertical File				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		5108		
Sub-Total				
Grand TOTAL		14737		

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III. INTER & INTRA LIBRARY LOANS	
A. Interlib. loan service	
B. Local inter. loan service	41
C. Intralib. loan service	1817
D. Photo. service	1446
E. Technical service	5096
TOTAL	8400

ATTENDANCE TOTAL door count	5876
ATTENDANCE Average spot check	
Hours open during ~~month~~ year	2377
Receipts for rental reserves	

For notes and comments use additional sheet.

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections - Columbiana

DATE: 1960-1961

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		607		22
Unbound Periodical				
Vertical File		129		1
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
		410		
Sub-Total		1146		23
Grand TOTAL				1169

III. INTER & INTRA LIBRARY LOANS	
A. INTERLIB. loan service	
B. Local inter. loan service	5
C. Intralib. loan service	81
D. Photo. service	73
E. Technical service	102
TOTAL	261

Attendance: Visitors - 677
Total Door Count: Readers-322
Attendance Average Spot Check
Hours open during ~~month~~year 740
Receipts for rental reserves

For notes and comments use additional sheet.

R36(659)M

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY ~~Special Collections - Columbiana~~

DATE: 1960-1961

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve 1. Signed 2. Shelving	B. Non-reserve 1. Signed 2. Shelving	A. Reserve	B. Non-reserve
Books		607		22
Unbound Periodicals				
Vertical File		129		1
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
~~Manuscripts~~		410		
Sub-Total		1146		23
Grand TOTAL				1169

III. INTER & INTRA LIBRARY LOANS	
A. INTERLIB. loan service	
B. Local inter. loan service	5
C. Intralib. loan service	81
D. Photo. service	73
E. Technical service	102
TOTAL	261

Attendance: ~~Visitors~~ - 677
Total Door Count: Readers-322

Attendance Average Spot Check

Hours open during ~~month~~ year 740

Receipts for rental reserves

For notes and comments use additional sheet.

R36(659)M

CIRCULATION
~~-MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections - Columbiana

DATE: 1960-1961

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		607		22
Unbound Periodical				
Vertical File		129		1
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Manuscripts		410		
Sub-Total		1146		23
Grand TOTAL				1169

III. INTER & INTRA LIBRARY LOANS	
A. INTERLIB. loan service	
B. Local inter. loan service	
C. Intralib. loan service	5
D. Photo. service	81
E. Technical service	73
TOTAL	102 261
Attendance Total Door Count	Visitors - 677 Readers 322
Attendance Average Spot Check	
Hours open during month ~~year~~	740
Receipts for rental reserves	

For notes and comments use additional sheet.

R36(659)M

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES
LIBRARY Special Collections - Columbiana

DATE: 1960-1961

Alice H Bonnell

	I. USE IN LIBRARY		II. CIRCULATION	
	A. RESERVE	B. NON-RESERVE	A. RESERVE	B. NON-RESERVE
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		607		22
Unbound Periodicals				
Vertical File		129		1
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Manuscripts		410		
Sub-Total		1146		23
Grand TOTAL				1169

III. Inter & Intra Library Loans	
A. Interlib. Loan Service	
B. Local Inter. Loan Service	5
C. Intralib. Loan Service	81
D. Photo. Service	73
E. Technical Service	102
TOTAL	261

Attendance: Total Door Count	Visitors -677 Readers-322
Attendance: Average Spot Check	
Times of Spot Check	
Hours Open ~~During Month~~ year	740
Receipts for Rental Reserves	

For notes and comments use additional sheet.

R36(460)M

SPECIAL COLLECTIONS - COLUMBIANA
ANNUAL REPORT
1960-1961

STATISTICS

	1958/59	1959/60	1960/61
Reader Visits	534	479	322
Visitors	1126	702	677
Use on Premises	2170	1407	1146
Books	(1526)	(664)	(607)
Manuscripts	(644)	(485)	(410)
Vertical File	No count	(260)	(129)
Intramural Loan	No count	257	154
Local Int. Lib. Loan	No count	2	5
Interlibrary Loan	No count	8	0
Circulation	No count	0	23
Cataloging Department	No count	(55)	(89)
Binding Department	No count	(97)	(13)
Total	2170	1667	1328

(Figures in parenthesis are not included in totals)

Growth of the Collections

Printed Materials

New Acquisitions Catalogued 3
Previous Acquisitions Catalogued 56
New Acquisitions uncatalogued 45
Additions to Duplicate Collections 173
Additions to Vertical File (Gifts) 70

Total holdings - Printed Materials 6/30/61 . . . . . 19781 ~~1448~~
(Does not include duplicate materials)
Catalogued 18333
Uncatalogued 1448

Manuscripts

Acquisitions
Individual manuscripts 19
Manuscripts Collections . . . . . 6 (ca. 6000 items)
Additons to Collections already received . . . . . ca. 110 items

Processing

Individual manuscripts 3414
Book manuscripts 45

I - Organization and Care of the Collections

When the Columbiana Library was re-opened on October 1, 1960 after having been closed during the initial stages of the construction of the King's College Room, a major problem faced the staff - the relocation of the many materials displaced from the south end of the Columbiana Reading Room by the construction, and the furniture discarded from the Columbiana Office by the International Fellows Program, now occupying it. After a good deal of shifting and re-shifting, all found some sort of temporary location, resulting, however, in very cramped working conditions for both readers and staff. This can be satisfactorily solved only with the return of the Columbiana Office and stack area to the Library.

Cataloging

Printed Materials

59 books were catalogued in 1960/61, a decrease of 3 volumes from the figure of 62 for 1959/60. Of these, three were new acquisitions in Columbiana and 56 were from previously received materials.

A volume by volume count of printed materials was made in order to determine, at least approximately, the size of the Columbiana Collection. This checking shows 19, 781 volumes of which 1448 are uncatalogued. This figure does not include maps, broadsides and other materials of this nature; nor does it include the mass of duplicate materials.

Manuscripts

3414 individual manuscripts were sorted, indexed and filed for 15 collections including the Charles F. Chandler, Nicholas Fish, Peter van Schaack, F. A. P. Barnard, Cyrus King, Seth Low, F. J. E. Woodbridge, Isaac Wilkins and Charles Watts Papers

45 book manuscripts were indexed and filed and 55 manuscript volumes on the open shelves were transferred to the vault.

The work of transferring the Butler Papers from vertical files to manuscript

boxes preparatory to moving to Special Collections was begun. This involves placing much of the material in new folders as the present folders are disintegrating. No processing is being attempted at present.

News releases and daily clippings

Materials relating to Columbia, its history, faculty, students, alumni, educational programs, etc. are clipped daily from the New York Times and the New York Herald Tribune, mounted and filed. These files (12 four-drawer vertical files) represent a major source for information requested of the Columbiana staff. On the north gallery are six additional file cabinets of similiar materials to be interfiled in the biographical section when there is room for the expansion of these files. Planning for the future of the Columbiana Reading Room and its physical appearance should include easy access to these files.

News Releases (received on the average of one or two each day) are indexed and filed chronologically as an adjunct to the clipping file, since a percentage of these releases are never published.

Shelf Reading

At the end of 1959/60 the shelves in Columbiana were read and a report made of 680 missing volumes. A partial re-check has reduced this figure by 153 volumes located. About half of the collection only has been examined on this second round.

Duplicate materials

Much staff time has been given to sorting and ordering the great numbers of duplicate materials housed in room 10 Low. As this report is written, the task is about complete. Manuscripts and other important items have been removed to Columbiana proper, unwanted materials have been discarded or transferred to Mr. Lane, and the rest arranged for use when needed. Chief among these items remaining are course catalogues, reports of the President,

and other officers, Deans of various faculties, Student and Faculty Directories, bound volumes of Annual reports, Columbia University Catalogue, Trustee and University Council Reports. Also there are many books and pamphlets relating to the history of Columbia and its various schools, the Libraries, student and alumni activities and Commencement Programs. Another section contains the yearbooks and serials published at Columbia and materials relating to the various anniversary celebrations, especially the Bi-Centennial of 1954. A large file of the off-prints of faculty articles is housed here but should be removed when stack area is available for its care. To these materials should now be added similiar materials on the north and west galleries if space will permit.

Unsorted as yet is a tier of miscellaneous books, and the many framed pictures, diplomas, etc.

It should be indicated here that Room 10 (subbasement) is a very unsatisfactory place for the housing of library materials, as it is very hot in the winter (steam pipes run through the room - subject to leaks) and damp in the summer.

Binding

Very little binding and repair work has been undertaken this year, although there is considerable to be done. It has been considered more important to finish the sorting and ordering of materials to determine exactly what is contained in Columbiana.

15 volumes were sent for board portfolio or pamphlet binding and one volume for commercial binding.

Book Oiling

No oiling of leather bindings has been done this year. Due to crowded conditions in Columbiana, there is no place where this can be done safely.

II - Additions to the Collections

Additions have been made to the collections this year chiefly through gift or transfer from other parts of the University.

Among the accessions received were 79 letters of Percival Wilde to Professor Paul R. Coleman-Norton of Princeton University, the gift of Professor Coleman-Norton; Correspondence files from the Dean's Office, Columbia College, of Frederick Keppel (5 boxes); 3 letters of Justice Benjamin N. Cardozo, the gift of Michael H. Cardozo, Cornell Law School; Original sketches (14) by Julian C. Levi, C.C.1896, relating to Club and other College activities, the gift of Mr. Levi; Statuette of Nicholas Murray Butler by Joseph Colgan, from the office of the Advisor to Graduate Students; 8 notebooks and scrapbooks on metallurgical subjects of Henry Marion Howe, Professor of Metallurgy 1897-1913 (to be added to the Howe Collection) from the office of George L. Kehl, Professor of Metallurgy; Correspondence and records of Delta Chapter (Columbia and Barnard) of Phi Beta Kappa (6 boxes) the gift of Professor Bernard Wishy; The family Bible of William Samuel Johnson, first President of Columbia College, with a manuscript record of the Johnson family (Oxford, Baskett, 1763), the gift of Edmund Astley Prentis and Mrs. Katherine Prentis Murphy; Bust of Oronzio Maldarelli, Professor of Sculpture 1934-1961, in terra cotta by Ann Martin, Painting and Sculpture, M.A. 1961, the gift of Professor Maldarelli. Penelope Noyes and Mrs. Mabel Ingalls from time to time have presented memorabilia of their fathers, James A. Noyes, Mines 1878 and Herbert Satterlee, 1883 C.

From time to time oil paintings from other parts of the University are brought to Columbiana for either temporary or permanent storage. No safe place is now available to store such acquisitions where they can stand properly and be protected from damage and dust. Some may be hung along the balcony rail in the Columbiana Reading Room but space there is also limited and many are not suitable because of size or subject for hanging

there. Plans for the future of Columbiana should include storage space for these and other large framed pieces.

III.- Uses of the Collections

In 322 Reader Visits, 1328 items were used from the Columbiana Collections. This represents a decrease from the 1959/60 figure of 479 Readers Visits and 1667 items used, traceable primarily to the noise and confusion current in the Columbiana Reading Room due to the presence there and in the office of the staff of the International Fellows Program. The activities of this program increased considerably as it became operative in September 1960. Two telephones and typewriters (added to those of Columbiana) and a daily stream of "Fellows" to consult the secretaries have imposed conditions deleterious to the work of both readers and staff.

Chief among the books requested have been the various issues of the Bulletin of Information, Spectator, the Yearbooks and Student and Faculty Directories.

In the manuscript area the Nicholas Murray Butler Papers were most in demand, having nine researchers pursuing their projects in the Papers. Other collections consulted were the Seth Low Papers, the College Papers, the Peter van Schaack Papers, the Charles F. Chandler Papers, the John W. Burgess Papers and the F. A. P. Barnard Papers, etc.

In addition to book and manuscript requests, Columbiana receives constant call, in person and by telephone, for information on students, faculty and alumni (past and present) and on almost every aspect of Columbia's history. This information is supplied from the clipping and picture files as well as from book materials.

Among the researchers to make use of Columbiana's facilities were Theodore Sizer, doctoral candidate at Harvard for N. M. Butler and the Committee of Ten; William L. Smith, doctoral candidate at the University of Wisconsin,

to use the Butler Papers for material on Theodore Roosevelt and the Muckrakers; Jefferson D. Futch, doctoral candidate at Johns Hopkins, to use the Butler Papers for German-American Relations, 1930-33; James A. Hewes of Washington, D.C. to use the Butler and Low Papers for the Versailles Treaty and period preceding; George Dubpernell of the Metal and Thermit Corporation Detroit to consult the Chandler Papers; Dr. Byron Stookey, Physicians and Surgeons retired, to use the minutes of the College of Physicians and Surgeons 1784-1809; Lawrence Veysey, University of California, to use the Butler, Burgess, Dunning and Low Papers for the development of the American Academic Mind; Gordon Seeley, doctoral candidate at the University of California, to use the Butler Papers for the Committee of Ten; Professor Lindsay Rogers, Burgess Professor of Public Law retired, official biographer of Nicholas Murray Butler.

Loans

182 items were loaned from the collection, chiefly to Officers of Administration in Low Memorial Library, and to Professor Lindsay Rogers, official biographer of Nicholas Murray Butler.

Exhibitions

Exhibitions were arranged for the opening of the King's College Room December 20, 1960 in the room itself and in Columbiana. Rotunda displays were installed for the Bancroft and Alexander Hamilton Award Dinners and for Commencement 1961. A display of materials portraying Columbia's relation to the American Civil War has recently been installed in Columbiana.

Visitors

Columbiana is host to many visitors each year who come singly or on tours to see the mementoes of Columbia's past. The chief attraction now is, of course, the King's College Room completed during the year. The staff of the Columbiana Library are on daily call to welcome these visitors and often to assist in showing the King's College Room to tours.

The King's College Room

The King's College Room

The King's College Room was opened on December 20, 1960 with suitable ceremonies and since is open to view each day from 9 A.M. to 5 P. M. It has been used as a pre-dinner gathering place for guests at the Bancroft, Hamilton and Monell Award Dinners, for the reception of the Engineering School on Dean's Day and for a cocktail party tendered to Dr. Levering Tyson upon his retirement (June 28). The room was open also on Commencement Day.

Considerable staff time has been required this year for various activities in connection with the room, i.e. consultation with the architects and builders and with the Donors during the construction and furnishing of the room; selecting and arranging exhibits, including hand lettered labels; guiding visitors; and general responsibility for the safety and good care of the room and its contents.

Visitors to the King's College Room have been, without exception, charmed by its warm friendly atmosphere and delighted that such a room should have been built at Columbia.

Staff

There have been a number of staff changes this year. In October Mr. David Petteys was replaced by Miss Mary Hartmann who left in January to be married. Miss Carolle Carlson replaced her as CFA desk assistant. Mr. John Wood (page) was replaced in February by William Moeder because of the need for more time for his studies. In June Mr. Moeder was replaced by Richard Jones, currently page for the Department. Miss Evelyn Lauer has continued all year as part-time G.A. assistant.

This staff has proved willing and efficient in the work assigned to them some of which must be done under unpleasant circumstances.

Alice H. Bonnell

Columbiana Library

CIRCULATION
~~MONTHLY~~ STATISTICS
Annual

COLUMBIA UNIVERSITY LIBRARIES
LIBRARY Special Collections

DATE: 1960-1961

	I. USE IN LIBRARY		II. CIRCULATION	
	A. RESERVE	B. NON-RESERVE	A. RESERVE	B. NON-RESERVE
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		9629		
Unbound Periodicals				
Vertical File				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		5108		
Sub-Total				
Grand TOTAL		14737		

III. Inter & Intra Library Loans	
A. Interlib. Loan Service	
B. Local Inter. Loan Service	41
C. Intralib. Loan Service	1817
D. Photo. Service	1446
E. Technical Service	5096 ~~3400~~
TOTAL	~~9937~~
Attendance: Total Door Count	5876
Attendance: Average Spot Check	
Times of Spot Check	
Hours Open During ~~Month~~ Year	2377
Receipts for Rental Reserves	

For notes and comments use additional sheet.

R36(460)M

ANNUAL REPORT 1960-1961
Special Collections

STATISTICS

	1957/58	1958/59	1959/60	1960/61
Reader Visits	4332	4225	6370	5876
Use on Premises	10796	12844	14313	14738
Printed materials	(9086)	(9016)	(10488)	(9629)
Manuscripts	(1710)	(3828)	(3825)	(5108)
Circulation	1	9	2	0
Intramural Loan	1763	2528	2154	3263
Local Interlib. Loan	37	19	12	41
Interlibrary Loan	---	---	---	---
Cataloging Department	(4422)	(2196)	(2004)	(3118)
Binding Department	(1850)	(1842)	(1537)	~~(3515)~~ (1978)
Total use	12579	14900	16481	18060

(Figures in parenthesis not included in the total)

Growth of the Collections

I-Printed Materials

New Acquisitions Catalogued 1627

"B" 646
"B"(Doc. Diss) 369
"B"(Ms. Catalogs) 85
Benjamin, Park 10
Book Arts 25
Columbiana (Doc. Diss) 55
COA (Masters' Essays) 111
COP (Pulitzer Prizes) 13
Dramatic Library 257
Epstean 8
Jeanne d'Arc 2
Johnson 2
Papyrus and Epigraphy 5
Reference 39

Previous Acquisitions Catalogued 1885

"B" (from Science) 264
Dramatic Library 125
Lodge 280
Montgomery 298
Seligman 738
Smith 180

New Acquisitions Uncatalogued 764

A. I. G. A. Fifty Books 50
Barzun, H.M. . . . . , 90
Benjamin, H. R. 296
Berol 2
Berlioz 85
Kent 121
Longwell (Churchill) 3
Macy 12
Nevins 100
Incunabula 5

Deposit Collections - Additions to 202

Natural Sciences 77
Medical Library 125

Transferred from Special Collections 256

Typographic to Graphic Arts 227
"Y" to General Library 29

Total recorded holdings - Printed materials - 6/30/60 208,258

New acquisitions catalogued 1627
New acquisitions uncatalogued 764

Transferred from Special Collections 256

Total recorded holdings - Printed Materials - 6/30/61 ..... 210, 393

II-Manuscripts and Manuscript Collections

New Acquisitions

Individual manuscripts 347
Book manuscripts 11
Letters and documents 336
Manuscript collections . . . . . 14 (ca. 56,000 items)
Additions to 9 collections previously received . . . . . ca. 11,151 items
Authors' manuscripts 4
Oral History Research Office - Reminiscences 51

Manuscripts processed 25128

Book Manuscripts 36
"X" (processed in Cataloging D.) . . 30
Gen. Ms. (processed in Spec Coll) .. 6

Individual manuscripts (letters and documents . . . 25092
(Processed in Special Collections for 22 collections)

Manuscript holdings 6/30/61

"X"	2355
General Manuscript (Book)	57
Near Eastern	436
Indic	331
Lodge	14
Plimpton (De Ricci)	319
Smith (De Ricci)	48
Montgomery	700 ca.
Phoenix	23
Seligman	122

Manuscript Collections	344
Arranged and indexed	206
Arranged but not indexed	93
Neither arranged nor indexed	45

III- Other materials received

Drawings and sketches (W.W. Denslow)	12
Ostraca	1600
Records (Berlioz)	6
Portrait (Dickens)	1
Silver bookbindings (17th-18th century)	3

IV- Number of titles for which catalog cards have been received 3843
(each titles has a minimum of four cards)

V- Books oiled and polished 72

ANNUAL REPORT
1960-1961

Organization and Care of the Collections

I - Printed Materials

Acquisition

The Collections have been increased this year by the addition of 2391 new volumes (1627 catalogued and 764 uncatalogued). Included in this figure are 90 volumes relating to Hector Berlioz and 85 volumes on modern art and literature for the H.M. Barzun Collection, the gift of Dean Jacques Barzun; 296 volumes of English literary interest from the library of Henry Rogers Benjamin, the gift of Mr. Benjamin; the productions of the Limited Editions Club (12 titles) presented by Mrs. George Macy; the 1958 selection of the Fifty Books of the Year, from the American Institute of Graphic Arts and 121 volumes from the library of Chancellor James Kent, the gift of Mr. Lindley Eberstadt.

The deposit collections have increased by the addition of 77 volumes to the Natural Sciences deposit and 125 volumes to the Medical Library deposit.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Although a larger number of titles was sent this year to the Cataloging Department for processing (3118) than in 1959/60 (2004), the number of volumes actually catalogued shows a decrease - 1959/60 (3784); 1960/61 (3512).

Cataloging of the Seligman Collection has slowed down considerably this year - 738 volumes as against 1046 for 1959/60. The transfer of the Montgomery Collection from Business Library to Special Collections (298v.) was completed while the transfer of the Science Collections to "B" has

proceeded at about half its former rate - 1959/60 (437); 1960/61 (264). Some progress has been made in completing the cataloging of Smith and Lodge books long at the Cataloging Department awaiting this processing. 180 Smith and 280 Lodge books were returned. Cataloging of Typographic Library materials has been at a standstill except for the files of periodicals (227 volumes from this group were transferred to Graphic Arts).
A total of 3512 volumes were catalogued in 1960/61 (272 less than in 1959/60) of which 1627 were new acquisitions and 1885 were from collections previously received. The collections were decreased by the transfer of 227 volumes from the Department.
The cataloging of the Historical Map Collection has been suspended during 1960/61.

Departmental Holdings - Printed Materials

The total recorded holdings in printed materials stands at 210,393 as of June 30, 1961, an increase of 2,135 volumes over the 1959/60 holdings. Of these approximately 59, 250 volumes are uncatalogued or in the process of transfer from other departments (i.e. science).

II - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 347 individual manuscripts and 14 manuscript collections (ca. 56,000 items). The latter includes - The minutes of the Commission on the Freedom of the Press, the gift of Robert Leigh; The Vogel Collection on Color Photography, purchased on the Epstean Fund; The Hermann Vollmer Papers, the gift of Mrs. Vollmer; The Nicholas Koenig Papers, the gift of Heinrich P. Suhr; The correspondence files of the Institute of Pacific Relations, 1927-1957, through officials of the Institute; Farm Security Program Papers, the gift of Professor Frank Tannenbaum, the Bartlett and Buffum Family Papers,

purchased on the Bancroft Fund, bringing the total number of manuscript collections to 344. Of these 206 are arranged and indexed, 93 are arranged but not indexed, and 45 are nether arranged nor indexed. Additions totalling about 11,151 items were made to the Otis-Gay Papers, Nevins Papers, Jay Papers, Santayana Collection, John Howard Payne Collection, Van Doren Papers, etc. The Authors' Manuscripts were increased by works of Herman Wouk, Lucien Price, Herman Ausubel and Thomas Gallagher.

The Oral History Research Office filed 49 memoirs or Reminiscences including those of Eugene Meyer, Frederick Tanner, Dr. John B. Grant, Dr. Lillian Gilbreth, Charles C. Burlingham, Frank Lloyd Wright, Senator Joseph O'Mahoney, Frances Perkins, Carl Van Vechten, Corliss Lamont, The Popular Arts Project, the Aviation Project, the Arnold Project, the Lehman Project, etc.

Twelve original drawings and sketches of W. W. Denslow, illustrater of the Wonderful Wizard of Oz, were presented by George D. Hofe, and a collection of 1600 ostraca were purchased from the Metropolitan Museum of Art on the Lodge Fund.

Cataloging

25,092 letters and documents were sorted, indexed and filed for 24 collections including the John Jay Papers, the Dramatic Library Correspondence, the E. C. Stedman Papers, the Frederick Bancroft Papers (completed), the Randolph Somerville Papers, the Brander Matthews Papers, the Kenyon Cox Papers, the Gay-Otis Papers (arranged but not indexed), etc. 36 book manuscripts were processed, 30 ("X" collection) received in the regular routine from the Cataloging Department, and 6 indexed in Special Collections.

Cataloging of the John Jay and Frank A. Vanderlip Papers has been virtually at a stand still this year, the result of several conditions. The continued absence of Miss Bonnell from Special Collections and other situations pertaining in the Department have laid on Miss Lord-Wood (who is processing these collections) duties which of necessity have had to take precedence

over the manuscript processing. Catalogued this year were 50 items for the Jay Papers.

III - Binding

The problem of finding a satisfactory binder for the Special Collections books was solved late last year (at least for the present). The Maroquin Binders have continued to give carful, prompt service, and have provided careful workmanship and tasteful bindings. The matching and fitting of new backs to original boards was especially successful. Mr. William Steinman, formerly with MacDonald and Co., has likewise provided Special Collections with better than average binding service. Since these two firms charge less for their work than previous binders employed in Special Collections' binding, it has been possible, with the current budget, to reduce considerably the immense backlog of books awaiting binding care.

The repair of full leather bindings remains, as always, a problem, although it seems possible now that some of this work may be able to be done by the present commercial binders. Miss von Debeneck has been unable to fit this sort of repair into her schedule for the last year or two.

744 ~~2278~~ volumes were sent to the commercial binder in 1960/61 (as compared with 412 volumes in 1959/60) of which 111 volumes were Master's Essays. 1237 volumes were sent to the Binding Department for board portfolio, pamphlet binding and minor repairs.

IV - Book Oiling

72 leather bindings were oiled and polished, a sharp reduction from last year's figure (163), traceable again to Miss Lord-Wood's assignment to other duties.

V - Catalog Records

Catalog records were completed this year for the Jeanne d'Arc and Mary, Queen of Scots Collections, giving Special Collections, for the first time, complete listings of these collections in the four catalogs (main catalog, shelf list, stack list, chronological file) maintained in the Department.

UNCATALOGUED BOOKS AND SERIALS
HELD IN SPECIAL COLLECTIONS - June 30, 1961

AIGA (1923-1960) ca 900

Barnouw Purchase		162
Benjamin, William		199
Benjamin, Henry Rogers		296
Bechtel		130
Berol	6/30/60	594
	Acquired	2
	6/30/61	596
Churchill (Longwell gift)	6/30/60	188
	Acquired	3
	6/30/61	191
Conway		162
Crane, H.		38
Crane, S.		105
Dale		1000
Engel	6/30/60	69
	Acquired	1
	6/30/61	70
~~Haller~~		~~80~~ cat.
Harris-Oliphant		116
Harrison, G. L.		400 books
		500 pamphlets
~~Hearn~~		~~29~~ cat
Hill		150
Hitchcock		88
Jones, T.S.		294
Kent	6/30/60	1902
	Acquired	121
	6/30/61	2023
Lodge	6/30/60	1322
	Acquired	54
	Catalogued	280
	6/30/61	1096
~~Macy~~	~~6/30/60~~	~~20~~
	Acquired	12
	6/30/61	32
~~Matthews (Dramatic Library)~~	~~6/30/60~~	~~125~~
	~~Acquired~~	~~369~~
	~~Catalogued~~	~~382~~
	~~6/30/61~~	~~112~~ cat.
~~Montgomery~~	~~6/30/60~~	~~298~~ cat.
	~~Catalogued~~	~~298~~
	~~6/30/61~~	~~0~~
Moore, Henry L.		3000
Nevins, Allan		1000
Plimpton	6/30/60	11038
	Acquired	3
	6/30/61	11041
Prentis		225
Salman's Purchase		160
Science (transfer)	6/30/60	2175
	Transferred	264
	6/30/61	1911

1096 + 29 = 1125
1125 − 278 = 847

Seligman	6/30/60	14146
	Catalogued	738
	6/30/61	13408
Smith	6/30/60	8390
	Acquired	64
	Catalogued	180
	6/30/61	8274
Somerville		1596
~~Spinoza~~		~~842~~
Typographic	6/30/60	11182
	Catalogued	227
	6/30/61	10955
Westervelt		
Witmark		62
Wood		400
Total		59,217
		~~59,217~~
		+ 790
		60007
		-2037 cat
		57970

SERIALS

		168
Park Benjamin		~~168~~
Coykendall		7
Kilroe		110
Typographic	6/30/60	39
	Catalogued	15
	6/30/61	24

Samuels (Drew) — 75

Westervelt — 375

Jeffrey — ca 500

Donovan -

Coykendall (Spanish)

Berzun —

Erskine —

Belmont — + 75

8274
25
8299
99
8200

-569
-99
-144
-1

UNCATALOGUED BOOKS AND SERIALS
HELD IN SPECIAL COLLECTIONS - June 30, 1961

Barnouw Purchase		162	
Benjamin, William		199	
Benjamin, Henry Rogers		296	
Bechtel		130	
Berol	6/30/60	594	
	Acquired	2	
	6/30/61	596	
Churchill (Longwell gift)	6/30/60	188	
	Acquired	3	
	6/30/61	191	
Conway		162	
Crane, H.		38	
Crane, S.		105	
Dale		1000	
Engel	6/30/60	69	
	Acquired	1	
	6/30/61	70	
Haller		80	
Harris-Oliphant		116	
Harrison, G. L.		400	books
		500	pamphlets
Hearn		29	
Hill		150	
Hitchcock		88	
Jones, T.S.		294	
Kent	6/30/60	1902	
	Acquired	121	
	6/30/61	2023	
Lodge	6/30/60	1322	
	Acquired	54	
	Catalogued	280	
	6/30/61	1096	
Macy	6/30/60	20	
	Acquired	12	
	6/30/61	32	
Matthews (Dramatic Library)	6/30/60	125	
	Acquired	369	
	Catalogued	382	
	6/30/61	112	
Montgomery	6/30/60	298	
	Catalogued	298	
	6/30/61	0	
Moore, Henry L.		3000	
Nevins, Allan		1000	
Plimpton	6/30/60	11038	
	Acquired	3	
	6/30/61	11041	
Prentis		225	
Salman's Purchase		160	
Science (transfer)	6/30/60	2175	
	Transferred	264	
	6/30/61	1911	

Seligman	6/30/60	11146
	Catalogued	738
	6/30/61	13408
Smith	6/30/60	8390
	Acquired	64
	Catalogued	180
	6/30/61	8274
Somerville		1596
Spinoza		84?
Typographic	6/30/60	11182
	Catalogued	227
	6/30/61	10955
Witmark		62
Wood		400
Total		59,217

SERIALS

Park Benjamin		168
Coykendall		7
Kilroe		110
Typographic	6/30/60	39
	Catalogued	15
	6/30/61	24

Annual Report

p.1 . . . . . .

While the number of reader visits declined slightly (5876 as compared with 6,370 in 1959/60) and the use of books showed a similar decrease (9629 as compared with 10,488 in 1959/60), the use of manuscripts rose sharply (5708 as compared with 3,825 in 1959/60).

. . . . . .

p.2. Some use was made of each of the book collections during the past year with the "B" collection showing the largest volume of use; 4805 volumes were requested from this collection. Also in demand were Book Arts, Library, Phoenix, Plimpton and Pellegrini Collections

Mr. Baughman put these figures in Mr. Lohf's report.
A.Q.C

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

AQC.

Mr. Kody asked me to fill this out and give it to you when I had the year's figures compiled. I believe these go on the first page of our Annual Report. H Bonnell

S2/2(955)20MEE

EXHIBITIONS

July 1, 1960 - June 30, 1961

Euclid Alone. Books and manuscripts of Euclid's works.
July 13, 1960 - October 31, 1960.

Collection of Books and Pamphlets by Lev Tolstoi comprised mostly of first editions in the Russian language.
November 10, 1960 - January 14, 1961.

And the Word was God.
January 19, 1961 - April 3, 1961.

Taras Shevchenko.
April 4, 1961 - June 21, 1961. 10 cases.

Brander Matthews - 1852-1929.
April 11, 1961 - June 27, 1961. 10 cases.

Single Case Exhibit

Selection of Letters from Mark Twain to Mary Rogers Benjamin.
April 25, 1961 - May 2, 1961. 1 case.

add Robinson-Crane Collect. — 1 box

Manuscript Collections Acquired During 1960-1961:

Commission on Freedom of the Press.
Papers, 1943-1946. 11 boxes.
Gift of Robert D. Leigh.

Gramercy Bookshop, New York City.
Correspondence, ca.1931-1954. 1 box.
Gift of Robert Wilbur.

Jeffery, Arthur.
Papers, ca.1920-1959. 33 boxes, 4 letter files, and 5 vols.
Gift of Mrs. Arthur Jeffery.

Koenig, Nicholas.
Papers, c.1910-1940. 14 boxes. How many ms —
Gift of Heinrich P. Suhr.

Olcott, Thomas W.
Papers, 1816-1886. ca.4,000 items.
Gift of members of the Olcott family and the Directors of Mechanics and Farmers' Bank of Albany.

Tanner, Frederick C.
Papers, 1911-c.1928. 13 boxes.
Gift of Frederick C. Tanner (through the Oral History Office).

Vollmer, Hermann.
Papers, c.1925-1959. 7 boxes.
Gift of Mrs. Hermann Vollmer.

Institute of Pacific Relations
1927-57
80 file drawers Corres. $\frac{80}{5} = 40{,}000$ $\frac{40.0}{\times 1{,}00}$

Marriner, James Theodore — Papers

~~Olcott — Page 2~~

Tannenbaum Frank — add to

Westervelt — B. Matthews
Books, mss, mem.